310158 - Management Skills

Coordinating unit: 310 - EPSEB - Barcelona School of Building Construction
Teaching unit: 732 - OE - Department of Management
Academic year: 2018
Degree: BACHELOR'S DEGREE IN BUILDING CONSTRUCTION SCIENCE AND TECHNOLOGY (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ARCHITECTURAL TECHNOLOGY AND BUILDING CONSTRUCTION (Syllabus 2015). (Teaching unit Optional)
ECTS credits: 3 Teaching languages: English

Transversal:
04 COE N1. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 1. Planning oral communication, answering questions properly and writing straightforward texts that are spelt correctly and are grammatically coherent.
04 COE N3. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
02 SCS N3. SUSTAINABILITY AND SOCIAL COMMITMENT - Level 3. Taking social, economic and environmental factors into account in the application of solutions. Undertaking projects that tie in with human development and sustainability.
05 TEQ N3. TEAMWORK - Level 3. Managing and making work groups effective. Resolving possible conflicts, valuing working with others, assessing the effectiveness of a team and presenting the final results.
03 TLG. THIRD LANGUAGE. Learning a third language, preferably English, to a degree of oral and written fluency that fits in with the future needs of the graduates of each course.

Teaching methodology
The methodology to use will be a combination between the different traditional educational tools and others more innovative:
? Theoretical and practical classes: In the first ones there will be done a formal exposition of the contents to develop by the professor, and in the second ones the students will work a practical case.
? "Role-playing" classes: There will be developed role-playing games to present situations close to the business reality.
? "Role-model" classes: A successful entrepreneur will be invited so that he/she can contact directly with the students in an experiences exchange.
? Coffee meeting: entrepreneurs from the construction sector will be invited to share their experiences.
### 310158 - Management Skills

#### Learning objectives of the subject

**Study load**

<table>
<thead>
<tr>
<th>Total learning time: 75h</th>
<th>Hours large group:</th>
<th>15h</th>
<th>20.00%</th>
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<tbody>
<tr>
<td>Hours medium group:</td>
<td>0h</td>
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<tr>
<td>Hours small group:</td>
<td>15h</td>
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<td>20.00%</td>
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<td>Guided activities:</td>
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<tr>
<td>Self study:</td>
<td>45h</td>
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<td>60.00%</td>
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### Content

| comunication and negotiation | Learning time: **12h**  
|Theory classes: 4h  
Laboratory classes: 8h |
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<tbody>
<tr>
<td><strong>Description:</strong></td>
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Description: |
| 1.1 Concept of communication and negotiation  
1.2 Public speaking  
1.3 Work team |
| **Related activities:** |  
Related activities: elevator pitch, and different activities about work team. |

| Personal excellence | Learning time: **12h**  
|Theory classes: 4h  
Laboratory classes: 8h |
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<td><strong>Description:</strong></td>
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Description: |
| 2.1 Concept of happiness: Philosophy, etymology and well being  
2.2 Model of happiness management  
2.3 Personal grow |
| **Related activities:** |  
Related activities: Rebirthing and mindfulness activities |

| leadership team | Learning time: **6h**  
|Theory classes: 3h  
Laboratory classes: 3h |
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<td><strong>Description:</strong></td>
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</table>
Description: |
| 3.1 Types of leadership  
3.2 Leadership skills  
3.3 Emotional competences |
Qualification system

The evaluation of the efficiency of the student will be done keeping in mind the involvement of the students in the different activities done at class. Besides, there will be considered the results obtained by the students in the different practical cases (continuous evaluation).

The itemization of the course mark is presented as:

- Continuous evaluation (AC): 30%
- Works and practical cases (CP): 30%
- Research work: 40%

Bibliography

Basic:

